

# CHADDS FORD TOWNSHIP

Delaware County, Pennsylvania

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## RESOLUTION 2016-11

### *Fee Schedule*

#### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF CHADDS FORD TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, ESTABLISHING A SCHEDULE OF FEES FOR THE CALENDAR YEAR, 2016**

**WHEREAS**, the Supervisors of Chadds Ford Township are authorized by the Second Class Township Code and by the Pennsylvania Municipalities Planning Code to prescribe reasonable fees with respect to the administration of the Township's Building Code, Zoning Ordinance, and Subdivision and Land Development Ordinance; and

**WHEREAS**, the Supervisors of Chadds Ford Township wish to incorporate into one Resolution all fees for permits and applications under the above mentioned Ordinances;

**NOW THEREFORE, BE IT RESOLVED** that the Supervisors of Chadds Ford Township hereby establish the following Schedule of Fees payable to Chadds Ford Township subject to the policies and guidelines established herein.

#### **SECTION 1. SUBDIVISION, LAND DEVELOPMENT, CONDITIONAL USE, ZONING HEARING BOARD AND ALL OTHER HEARINGS BEFORE THE BOARD OF SUPERVISORS**

ALL APPLICATIONS ARE SUBJECT TO THE FOLLOWING:

1. Applicants seeking Final Approval with waiver of Preliminary Plan, also known as a Preliminary/Final Plan application, are required to pay two (2) times the Application fee at the time of application.
2. If there is a difference in the number of lots or units for any multi-unit/multi-lot development, the fees and escrow will be based on the greater number.
3. Record Plan: No additional fee is required except the cost of recording the plans in the office of the Delaware County Recorder of Deeds. Recording Fees shall be paid by developer/applicant directly to Delaware County.
4. Applicant is required to submit plans and pay all fees necessary to the Delaware County Planning Commission for review of any plan submitted to the Township.
5. Applications are available on the Township website, [www.ChaddsFordPA.gov](http://www.ChaddsFordPA.gov)

# CHADDS FORD TOWNSHIP

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| <u>DESCRIPTION</u>   | <u>Non-Refundable<br/>Application Fee</u>                       | <u>Escrow</u>                                   |
|--|---|---|
| <b>I. SUBDIVISION AND LAND DEVELOPMENT<sup>†</sup></b>   |   |   |
| A. Tentative Sketch Plan   | \$100   | *   |
| *Applicants that request plans to be reviewed by Township professionals must complete a Township Reimbursement Agreement and post escrow equal to the Preliminary Plan escrow for the specific application type. |   |   |
| B. MINOR SUBDIVISION<br>Lot line change/reversal Residential   | \$375   | \$850   |
| C. MINOR SUBDIVISION (2 lots—Residential)<br>Preliminary or Final  | \$1,075   | \$1,200   |
| D. MAJOR SUBDIVISIONS, DWELLINGS<br>AND LAND DEVELOPMENT (3 or more<br>lots—Residential) Preliminary or Final  |   |   |
| 3 to 7 Lots or Dwelling Units  | \$1,500 plus \$105 per<br>lot or dwelling unit                  | \$3,500 plus \$275 per<br>lot or dwelling unit  |
| 8 or more Lots or Dwelling Units   | \$1,900 plus \$125 per<br>lot or dwelling unit                  | \$3,500 plus \$275 per<br>lot or dwelling unit  |
| E. NON-RESIDENTIAL Preliminary or Final  | \$2,125 per plan plus<br>\$325 per building, lot<br>or addition | \$4,000 plus \$750 per<br>building, lot or acre |
| F. MOBILE HOME PARKS—RESIDENTIAL   |   |   |
| Minor Subdivision (1 or 2 lots)  | \$700   | \$1,000   |
| Major Subdivision, multi-family dwellings or<br>land development   |   |   |
| 3 to 7 lots or dwelling units  | \$1,075 per plan plus<br>\$50 per lot or unit                   | \$3,500 plus \$275 per<br>lot or dwelling unit  |
| 8 or more lots or dwelling units   | \$1,275 per plan plus<br>\$50 per lot or unit                   | \$3,500 per plan plus<br>\$275 per lot or unit  |
| G. PLANNED RESIDENTIAL<br>DEVELOPMENT, MULTI-FAMILY<br>DWELLING  | \$4,775 plus \$105 per<br>lot or dwelling unit                  | \$4,000 plus \$275 per<br>lot or dwelling unit  |
| H. PLANNING MODULE (PA DEP)  | \$350   | \$900 <sup>‡</sup>                              |
| <sup>†</sup> Final Plan with request for waiver of Preliminary is 2 x the Fee<br><sup>‡</sup> Escrow required only if no Land Development or other related escrow in place                                       |   |   |
| <b>II. CURATIVE AMENDMENT APPLICATIONS</b>   |   |   |
| To defray costs of public notice, public hearing,<br>court reporter, solicitor, engineering and expert<br>witness fees incurred by the township.<br>Initial Hearing.   | \$2,125   | \$3,000   |
| Each additional hearing  | \$1,000   | N/A   |

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| <u>DESCRIPTION</u>  | <u>Non-Refundable<br/>Application Fee</u> | <u>Escrow</u> |
|---|---|---------------|
| <b>III. LIQUOR LICENSE TRANSFER</b>   |   |               |
| Inter-municipal liquor license transfer hearing<br>before the Board of Supervisors. Initial hearing   | \$1,000                                   | \$2,000       |
| Each additional hearing   | \$750                                     | N/A           |
| <b>IV. APPLICATIONS TO THE ZONING HEARING BOARD</b>   |   |               |
| Each application or appeal to the Zoning Hearing Board shall be accompanied by a non-refundable application fee* as follows:  |   |               |
| A. Applications involving Single Family<br>Residential Dwellings and Accessory Buildings  | \$750                                     | N/A           |
| B. Applications involving Commercial or Business<br>Properties and Accessory Buildings  | \$900                                     | N/A           |
| C. All Other Appeals or Applications to the Zoning<br>Hearing Board   | \$900                                     | N/A           |
| D. Flood Hazard Conservation District Appeal  | \$750                                     | N/A           |
| * Fee covers court reporter's appearance and expense, advertising and township administrative expenses. Copies of the reporter's transcript are available, at applicant's expense, directly from the court reporter.  |   |               |
| <b>V. APPLICATIONS TO THE BOARD OF SUPERVISORS</b>  |   |               |
| Each application or appeal to the Board of Supervisors shall be accompanied by a non-refundable application fee as well as a minimum escrow for cost for public notices, court recorder fees, compensation of Board members, and Township Staff expenses. A Township Reimbursement Agreement must be completed. |   |               |
| A. Conditional Use Application  | \$1,000                                   | \$1,000       |
| B. Zoning and/ or Map Amendment   | \$1,000                                   | \$1,000       |
| C. All other Applications to the Board of Supervisors   | \$750                                     | \$900         |

# CHADDS FORD TOWNSHIP

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## SECTION 2. BUILDING, CONSTRUCTION AND ZONING PERMITS

### PLAN REVIEW (other than Electrical)

|                    |                    |
|--------------------|--------------------|
| <i>Residential</i> | \$0.10 per sq. ft. |
| <i>Commercial</i>  | \$0.15 per sq. ft. |

|                |        |
|----------------|--------|
| <b>UCC FEE</b> | \$4.00 |
|----------------|--------|

### BUILDING PERMITS

#### *Residential*

- New construction \$50 + \$0.25 per square foot of construction
- Alterations 2% of the cost of construction, minimum permit fee \$100  
(such as but not limited to accessory structures, pools, pool barriers, retaining walls over 3 ft., cell towers, demolition, tank removal, decks, porches)

#### *Commercial*

- New Construction \$80 + \$0.35 per square foot of construction
- Alterations/Demolitions 2.5% of the cost of construction, minimum permit fee \$100
- Commercial Roofs \$130

### MECHANICAL PERMIT

|                            |  |
|----------------------------|--|
| Residential and Commercial | \$50 for the first \$1000 of cost plus \$20 for each \$1000.00 of cost or a fraction thereof; minimum fee \$50 |
|----------------------------|--|

### FUEL GAS (CONVERSION)

|                            |  |
|----------------------------|--|
| Residential and Commercial | \$50 for the first \$1000 of cost plus \$20 for each \$1000.00 of cost or a fraction thereof; minimum fee \$50 |
|----------------------------|--|

### PLUMBING PERMIT

|                            |  |
|----------------------------|--|
| Residential and Commercial | \$50 for the first \$1000 of cost plus \$20 for each \$1000.00 of cost or a fraction thereof; minimum fee \$50 |
|----------------------------|--|

### FIRE SUPPRESSION SYSTEMS, ALARMS, SPRINKLERS

|                            |  |
|----------------------------|--|
| Residential and Commercial | \$50 for the first \$1000 of cost plus \$20 for each \$1000.00 of cost or a fraction thereof; minimum fee \$50 |
|----------------------------|--|

**KNOX BOX must be obtained from Concordville Fire Company**

### ELECTRICAL PERMIT (United Inspections 610-399-5094)

|   |               |
|---|---------------|
| Administrative fee for all electrical permits | \$25          |
| Plan Review – Commercial (minimum 1 hour)     | \$65 per hour |
| Plan Review – Residential (minimum 1 hour)    | \$50 per hour |

|  |     |
|--|-----|
| Inspection fees will be determined by the Township's third party inspection agency. Please call the Township office. | TBD |
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## ZONING

|  |  |
|--|--|
| A. Temporary Certificate of Occupancy                          | \$65   |
| B. Certificate of Occupancy                                    | \$65   |
| C. Single Family Dwelling/ House/ Additions                    | \$130  |
| D. Multi-Family Residence                                      | \$130 + \$20 per unit  |
| E. Accessory Structures/Sheds/Fences                           | \$65   |
| F. Commercial Use & Occupancy                                  | \$150 for < 2,000 sq. ft.<br>\$300 for 2,001 to 6,000 sq. ft.<br>\$450 for > 6,001 sq. ft. |
| G. Commercial Construction or Alteration                       | \$150  |
| H. Swimming Pools  | \$55   |
| I. Construction Trailer, per trailer, maximum time of one year | \$110  |
| J. Sign  |  |
| a. Permanent   | \$110  |
| b. Temporary   | \$75   |
| K. Miscellaneous Zoning Permits                                | \$160  |

## OTHER PERMITS

|                                 |       |
|---------------------------------|-------|
| A. Blasting Permit              | \$225 |
| B. Massage Establishments       |       |
| a. Application Fee              | \$275 |
| b. Annual License Renewal       | \$150 |
| C. Well Permits                 |       |
| a. Installation of New Well     | \$320 |
| b. Abandonment of Existing Well | \$215 |
| c. Geothermal Wells             | \$320 |
| D. Roadway Occupancy Permit     | TBD   |

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### V. STORMWATER MANAGEMENT, LAND DISTURBANCE, GRADING, EROSION, SEDIMENTATION CONTROL APPLICATION AND PERMIT

- A. Stormwater Management Application and Permit is required for each subdivision or land development project or Building Permit that increases impervious coverage by more than 500 square feet or any grading activity where the total disturbance for one activity is in excess of 4,000 square feet.
- B. A non-refundable \$75 application fee plus \$1,000 minimum Escrow for costs is required.
- C. Stormwater Operations and Maintenance Fund Requirement (O&M): Any projects that include over 1,000 sq. ft. of impervious coverage are required to submit additional monies to be held in a separate maintenance fund for inspections over 25 years of the life of the stormwater control(s). These amounts are determined by the Township.

### VI. ON-SITE SEPTIC/WASTEWATER DISPOSAL-SEWAGE ENFORCEMENT OFFICER

In addition to a Permit Application Fee, Applicant will reimburse to the Township all fees paid by the Township to the Township Engineer or other professional consultants for all reviews and field inspections, said reimbursement to be made from Escrowed funds. All fees are billed at actual rates based on Engineering/SEO Fee Schedule as adopted by Chadds Ford Township.

| Description  | Non-Refundable Application Fee                               | Escrow                                    |
|--|--|---|
| A. Residential Systems, Single Family*<br>New Installation                                       | \$800  | N/A                                       |
| B. Replacement Tank  | \$450  | N/A                                       |
| Multi-Family and Non-Residential*<br>New Installations or Replacement<br>1 EDU = 217 gallons/day | \$800 for the first<br>EDU plus \$200 each<br>additional EDU | N/A                                       |
| Redesign Application Review without<br>additional field testing                                  | \$450  | \$500 Single Family<br>\$1,250 All others |

\* Includes application review, four (4) soil probes and two (2) percolation tests during one (1) site visit and system installation observation.

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## SECTION 3. OTHER FEES AND CHARGES

### I. CHARGES AND FEES FOR SERVICES PROVIDED BY THE ELECTED TAX COLLECTOR:

- A. A fee of twenty-five (\$25) dollars for each tax year certification requested;
- B. A fee of twenty-five (\$25) dollars for each duplicate bill issued;
- C. A fee of forty (\$40) dollars for each tax year certification per folio requested within seventy-two (72) hours of the settlement for Township taxes;
- D. A fee equal to the actual bank charge incurred by the Township plus twenty-five (\$25) dollars for each check used in payment of tax certification fees that is returned unpaid due to insufficient funds, closed account, etc.

### II. COPIES OF TOWNSHIP CODE, COMPREHENSIVE PLAN, OPEN SPACE PLAN

All are available at no cost as downloadable PDFs on the Township website,  
[www.ChaddsFordPA.gov](http://www.ChaddsFordPA.gov)

|  |      |
|--|------|
| Chadds Ford Township CODE**—on CD (compact disc) ..... | \$25 |
| Comprehensive Plan—on CD .....                         | \$25 |
| Open Space Plan—on CD .....                            | \$25 |
| Single CD with all three documents.....                | \$50 |

\*\* Printed copies of the Chadds Ford Township CODE are available on a subscription basis from General Code, Rochester, NY and include updates as Ordinance changes are adopted.  
Printed copies of other document will be billed at actual cost from local duplicating service such as Staples or Fed-Ex Office plus a \$20 administrative fee for submittal and pick-up.

### III. PHOTOCOPIES AT TOWNSHIP OFFICE

|  |             |
|--|-------------|
| 8½" x 11" (B/W) .....                      | \$0.25/page |
| All other sizes up to 11" x 17" (B/W)..... | \$1.00/page |

## SECTION 4. ADDITIONAL TERMS AND POLICIES

- A. The Applicant, Owner or Agent will reimburse to the Township all fees paid by the Township to the Township Engineer, Planner, Solicitor, Traffic Engineer or other professional consultants for all reviews and field inspections, said reimbursement to be made prior to Township approval of all plans.
- B. Any field inspection that requires more than 2 site visits by the Township Building Inspector due to incomplete work (including footings, foundation, framing, plumbing and final inspections) will incur an additional fee of \$75 per site visit.

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- C. Once work is complete and all costs are paid in full to the Township, escrows shall be refunded upon the written request to the Township Secretary by the applicant. In the event that the costs exceed the amount of the escrow, the applicant shall reimburse the Township within thirty (30) days of the notification by the Secretary.
- D. No permits or final approval shall be granted by the Township, or any officer thereof, until such time as all outstanding sums due the Township for fees or costs are paid in full, except as mandated in Section 503(1)(i) of the Pennsylvania Municipal Planning Code.
- E. All escrow funds are to be submitted by a separate check from the application fee and must include IRS Form W-9. All checks made payable to Chadds Ford Township and shall be used to offset costs of project and site reviews and preparation of documents by the Township Engineer, Land Planning consultants, the Township Solicitor, or any other consultants, whether within or outside the Township. Rates charged by the Township Engineer, Township Solicitor and outside consultants will be the same as the rate charged to the Township. Applicants will be required to reimburse all such costs to the Township and will be billed in a timely fashion. Applicant is expected to pay within 30 days. A late fee will be imposed at the rate of 12% per annum on any outstanding balances not paid within thirty (30) days of the date of the invoice.
- F. OMISSIONS: All previously established fees, permits and policies from prior Fee Resolutions not specifically changed or repealed herein and not restated in this resolution, remain in effect.
- G. WAIVER: In cases of hardship, the Board of Supervisors shall have the right, but not the duty, to waive or reduce any applicable fee.
- H. EFFECTIVE DATE: These fees shall apply to all applications submitted subsequent to the date of adoption.

**PASSED AND APPROVED this 4<sup>th</sup> day of January, 2016.**

ATTEST

Secretary

**BOARD OF SUPERVISORS**

Chairman

Vice Chairman

Supervisor